

This guide explains how to use the **View As** component and the steps to navigate in the Student Centre to view as an undergraduate, graduate, alumni or applicant student and also use View As simulating viewing on a mobile device. As the Student Centre interface has a different look when launched by the student, this function allows you to see the screen as it presents to the student.

The Student Centre is where students access information about their student record. They can review To Do lists, register in courses, check grades, review their student financial account, accept awards, apply for a change program, obtain enrolment verification letters, and more.

The **View As** component provides staff read-only access to the student’s view of the Student Centre.

The component is:

- Easy and quick to launch;
- Shows real-time student information;
- Is a secure view with de-activated data fields to prevent risk of changing student information; and,
- Transaction functionality is disabled for student actioned requests, submissions, information updates etc.

**Note:** Some links may not be clickable depending if they support the View As component. For FOIP reasons some information has been removed.

### **How to Use View As**

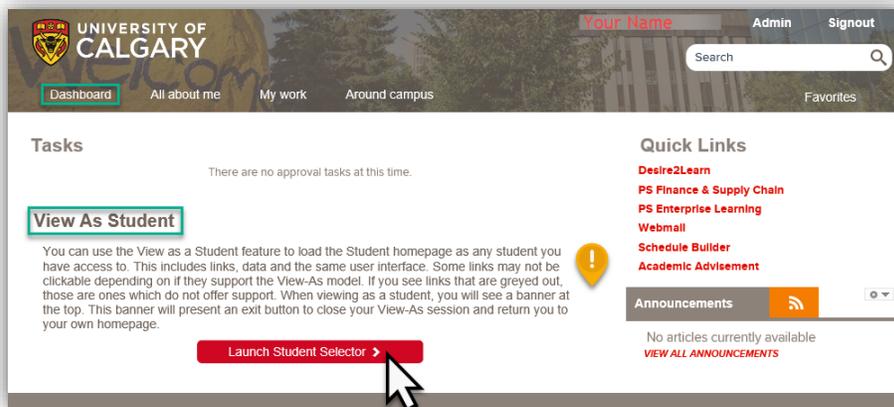
#### **Step 1: Launching View As**

- Log into the My UofC Portal with your securID
- **Dashboard** will display **View As Student** and **Launch Student Selector** button. As an existing advisor, you will be provisioned with **View As** access. However, if the **View As Student** and **Launch Student Selector** button do not display, a PeopleSoft Access Request (PSAR) must be submitted requesting the role: **UC\_SAST\_REGULAR\_USER**.
- Click the **Launch Student Selector** button.



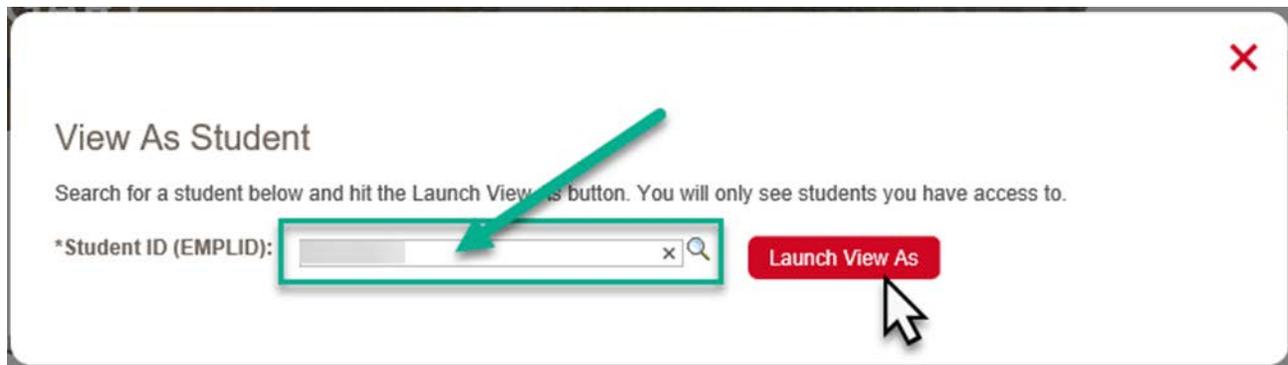
# Student Services Centre "View As" Guide

SA – Student Services Centre

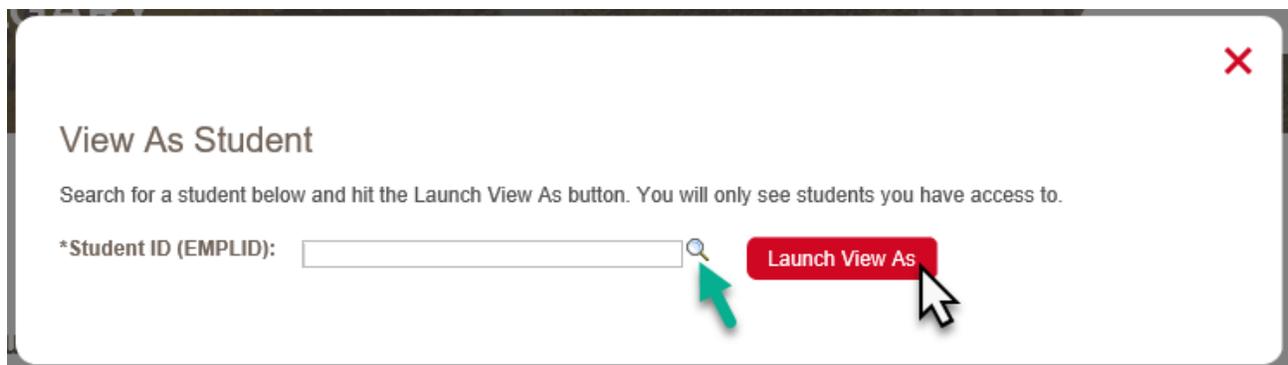


## Step 2: Accessing a Student's View

- Enter the student's ID number and press the **Launch View As** button **OR**

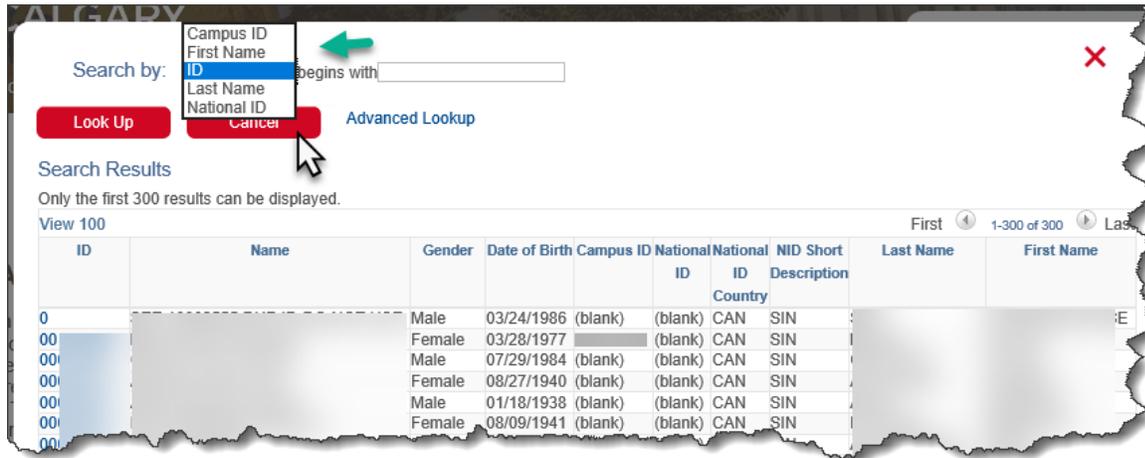


- Click the look up tool to search for the Student ID; press the **Launch View As** button **OR**



- Select **Search by** to search by first name, last name; press the **Launch View As** button.

**Tip:** Use **Search/Match** prior to this process if searching for first name, last name to confirm the student ID number you are working with is the correct student.



Search by:  begins with

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

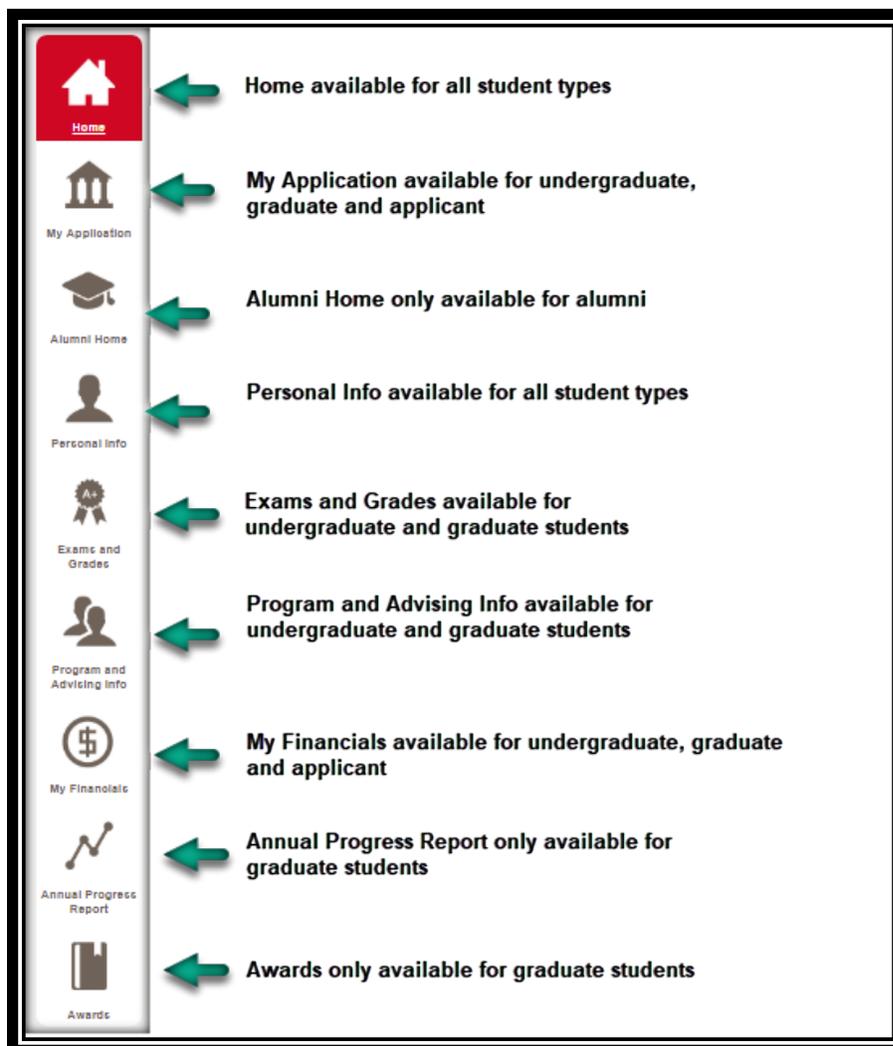
ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID	NID Short	Description	Last Name	First Name
0000000000		Male	03/24/1986	(blank)	(blank)	CAN	SIN			
0000000000		Female	03/28/1977		(blank)	CAN	SIN			
0000000000		Male	07/29/1984	(blank)	(blank)	CAN	SIN			
0000000000		Female	08/27/1940	(blank)	(blank)	CAN	SIN			
0000000000		Male	01/18/1938	(blank)	(blank)	CAN	SIN			
0000000000		Female	08/09/1941	(blank)	(blank)	CAN	SIN			

### Step 3: Navigating the Student Centre using View As

A student’s view of their academic information in the Student Centre is determined by their active status - undergraduate, graduate, alumni or new applicant. Depending on what type of student you are viewing, the pages will differ. For example, the new Alumni Home page is only viewable by an alumni student.

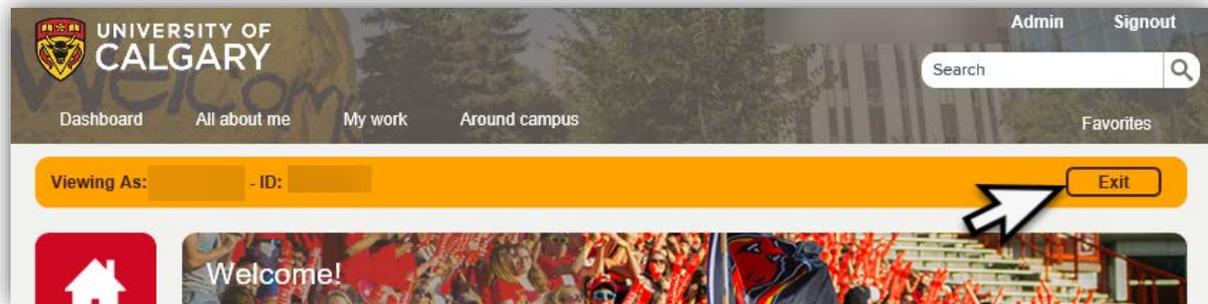
### See what the Student Sees - Finding the Student’s View

Using the graphical menu bar, navigate the Student Centre to find the student’s view of the Student Centre.



#### Step 4: Exiting View As

To end the **View As** session and close the window, Click the **Exit** button. You will remain logged into the MyUofC Portal. If desired, you can enter another student ID and continue the process.

 Exit

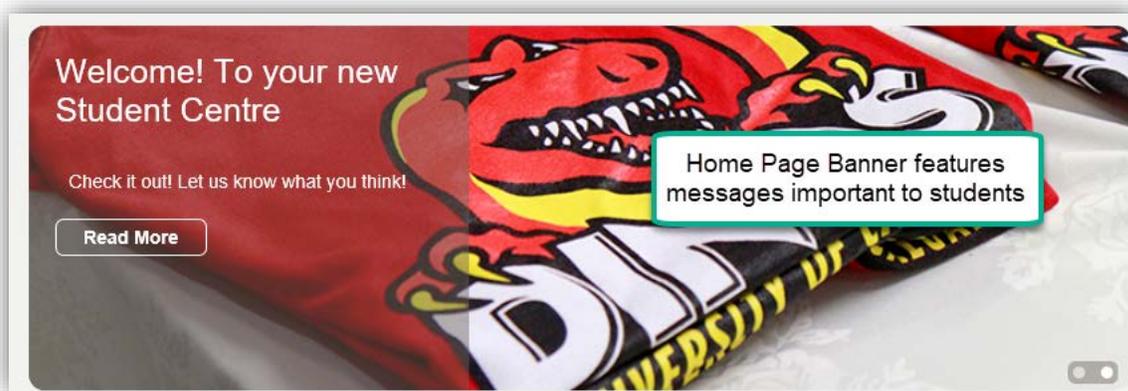
#### Student Centre Overview Using View As

**Standard Features** – home page banner, page footer, quick links



#### Home Page Banner

The Home Page Banner will post messages that are important to the student’s academic career, such as academic deadlines, registration dates, reminders and notifications. Each message will be customized to the student audience - new applicant, undergraduate, graduate and alumni.



### Footer

The footer appears on every page and includes frequently used links. These links navigate directly to topic specific web pages for student related information.



Course Registration	My Financials	My Academics	Miscellaneous
<a href="#">Schedule Builder</a>	<a href="#">T2202A Tax Form</a>	<a href="#">Academic Requirements</a>	<a href="#">Academic Calendar</a>
<a href="#">Confirmation of Registration</a>	<a href="#">Fee Dates &amp; Deadlines</a>	<a href="#">Academic Advisors</a>	<a href="#">Contact Us</a>
<a href="#">Registration Dates &amp; Deadlines</a>	<a href="#">Fee Payment Options</a>	<a href="#">D2L (Desire2Learn,Brightspace)</a>	<a href="#">FGS Calendar</a>
<a href="#">Enrolment Appointments</a>		<a href="#">Request Official Transcript</a>	<a href="#">GSA Health &amp; Dental</a>
			<a href="#">GSA Website</a>
			<a href="#">QLess</a>
			<a href="#">Student Forms</a>
			<a href="#">Student Services</a>
			<a href="#">UPass</a>
			<a href="#">Updating Personal Info</a>
			<a href="#">Locker Reservation</a>

### Quick Links – Student

**Students** can directly navigate to their information.



**Quick Links - Student**

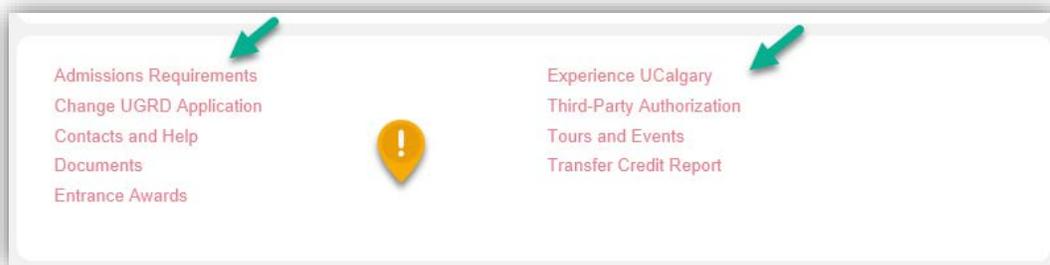
<a href="#">View my T4/T4A</a>	<a href="#">Office 365 Student Email</a>
<a href="#">Download T2202A</a>	<a href="#">Academic Requirements</a>
<a href="#">My Student Donation Receipt</a>	<a href="#">Student Success Centre</a>
<a href="#">D2L (Desire2Learn,Brightspace)</a>	

**Common Academic Information for all Students** – undergraduate, graduate, alumni and new applicant



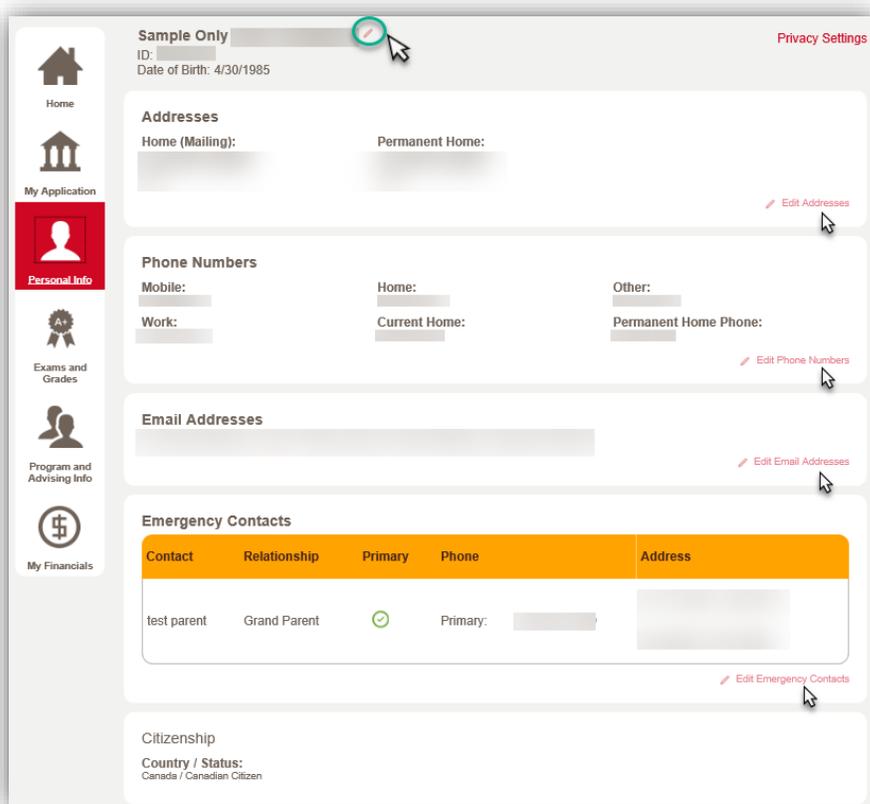
## My Application Page

The lower portion of the page displays links relative to admissions and applications for admission.



## Personal Information Page

This page displays personal details about the student. Only a student can edit and change this information.





### Exams and Grades Page

These links only available to students.

[Confirmation of Registration](#)  
[GPA Calculator](#)

[Request Official Transcript](#)  
[View Unofficial Transcript](#)



### Program and Advising Info Page

This new page is a one-stop-location for students to access several key links as well as direct navigation to specific features.

[Academic Requirements](#)  
[Awards](#)  
[Change of Program](#)  
[Confirmation of Registration](#)  
[GPA Calculator](#)

[Important Forms and Documents](#)  
[Thesis Guidelines](#)  
[What-If Advisement Report](#)  
[Letter of Permission](#)

[Schedule Builder](#)

[Course Search](#)

[Apply for Graduation](#)

[Convocation Status](#)



### Advising Help

The listed links navigate to the corresponding faculty website and is visible to an undergraduate and graduate student.

#### Advising Help

[Cumming School of Medicine](#)  
[Enrolment Services](#)  
[Faculty Environmental Design](#)  
[Faculty of Arts](#)  
[Faculty of Graduate Studies](#)  
[Faculty of Kinesiology](#)  
[Faculty of Law](#)  
[Faculty of Nursing](#)

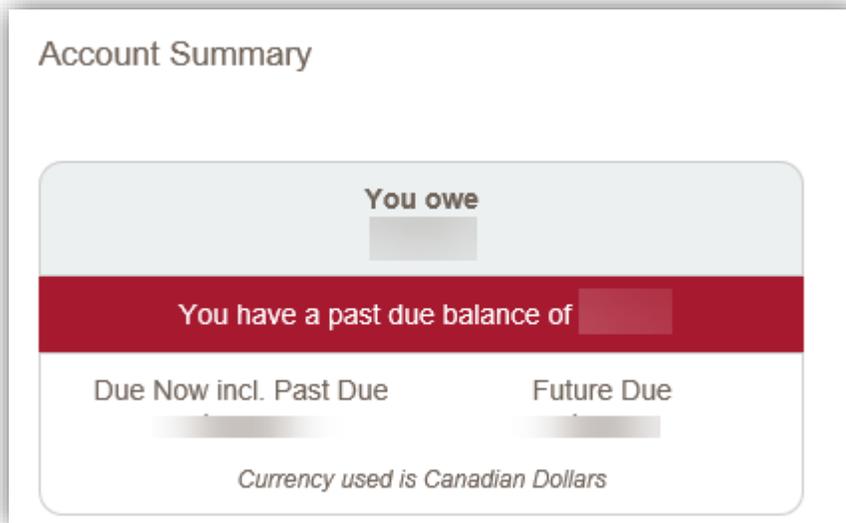
**Navigates to  
specific  
Faculty**

[Faculty of Nursing, Qatar](#)  
[Faculty of Science](#)  
[Faculty of Social Work](#)  
[Faculty of Veterinary Medicine](#)  
[Haskayne School of Business](#)  
[Schulich School of Engineering](#)  
[Student Success Center](#)  
[Werklund School of Education](#)



### My Financials Page

My Financials includes an Account Summary and, if applicable, past due, amount due and future due information will display.



The screenshot shows the 'Account Summary' page. At the top, it says 'You owe' followed by a redacted amount. Below that, a red banner states 'You have a past due balance of' followed by another redacted amount. Underneath, there are two columns: 'Due Now incl. Past Due' and 'Future Due', both with redacted values. At the bottom, it notes 'Currency used is Canadian Dollars'.



Also available for the student, are links to Account Inquiry, Payments, Receipts, View/Request Refund, T2202A and Fees Calendar.

[Account Inquiry](#) [Payments](#) [Receipts](#) [View/Request Refund](#) [T2202A](#) [Fees Calendar](#)



Opt-out links are available for Student Donation, Payment Plan, Health & Dental as well as GSA Health & Dental.

[Student Donation Opt-Out](#) [Payment Plan](#) [Health & Dental Opt-Out](#) [GSA Health & Dental Opt-Out](#)



Direct links are available for applying for awards for Graduate and Undergraduate Awards.

[Apply for Graduate Awards](#) [Apply for Undergraduate Awards](#)

### **View As Student: Undergraduate**

This example features **View As** access when viewing an undergraduate student.

**Note:** *the navigational menu bar will only display icons specific to an undergraduate student.*



**Home** displays any **To Do** (checklist items) or **Holds** (Service Indicators) and, when applicable, the **Enrolment Appointment** date and time. The **Shopping Cart** will list courses the student has selected and is intending on registering in. Any courses the student is currently enrolled in for the current term are displayed (e.g. Winter 2019).

**Note:** *Edit, Drop and Swap buttons are greyed out since you can only view the information and cannot make changes on behalf of the student.*

**Student Name**

UCID: **Student ID**

To Do (0)

**Checklist Items**

Holds (0)

**Service Indicators**

Enrolment Appointment

Open Enrolment Dates

**Winter 2019**

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Shopping Cart (Potential / Pending Courses) - Winter 2019

Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes.

Enrolled Courses - Winter 2019

Course (Units/Grading Basis)	Instructor	Location	Time	Day	Deadlines
ANTH 311 02 (3/GRD)		ST 135	6:00 PM - 8:45 PM	M	
CMCL 307 B01 (0/NON)		ST 064	1:00 PM - 1:50 PM	W	
Lecture 01		SB 142	2:00 PM - 3:50 PM	M	
HTST 201 02 (3/GRD)		CHC 119	8:30 AM - 4:30 PM	MTWThF	
PHIL 311 01 (3/GRD)		SA 121	2:00 PM - 3:15 PM	TTh	

Edit

Drop

Swap

Enrolment Messages

D2L

My Schedule (Calendar View)

Download Calendar

# Student Services Centre

## "View As" Guide

SA – Student Services Centre



**My Application** displays information related to the student's application for admission or change of program. The **To Do** list, also visible on this page, will contain any checklist items the student must complete to satisfy their application for admission, or any necessary items for their action.

**Note:** Staff cannot access the details in the To Do list items in View As.

To view the details, navigate to PeopleSoft Student Administration > Campus Community > Student Services Centre.

Welcome to your Student Centre

Complete tasks related to admission, registration, finance, graduation and exams...

Read More

Sample Only UCID:

**To Do (8)**

- Application Fee
- Curriculum Vitae
- Statement of Intent
- Sample of Written Work
- Reference 1
- Reference 2
- Unofficial Transcript-Exchange
- HS Transcript Transfer Apply/AB

Checklist Items

**My Applications**

Career	Institution	Admit Term	Status
Graduate Studies Master's Crse	University of Calgary	Fall 2019	✘ Status Upload
Graduate Studies Master's Thes	University of Calgary	Fall 2019	✘ Status Upload
Graduate Studies Master's Thes	University of Calgary	Fall 2019	✘ Status Upload
Open Studies	University of Calgary	Spring 2019	✘ Status Upload

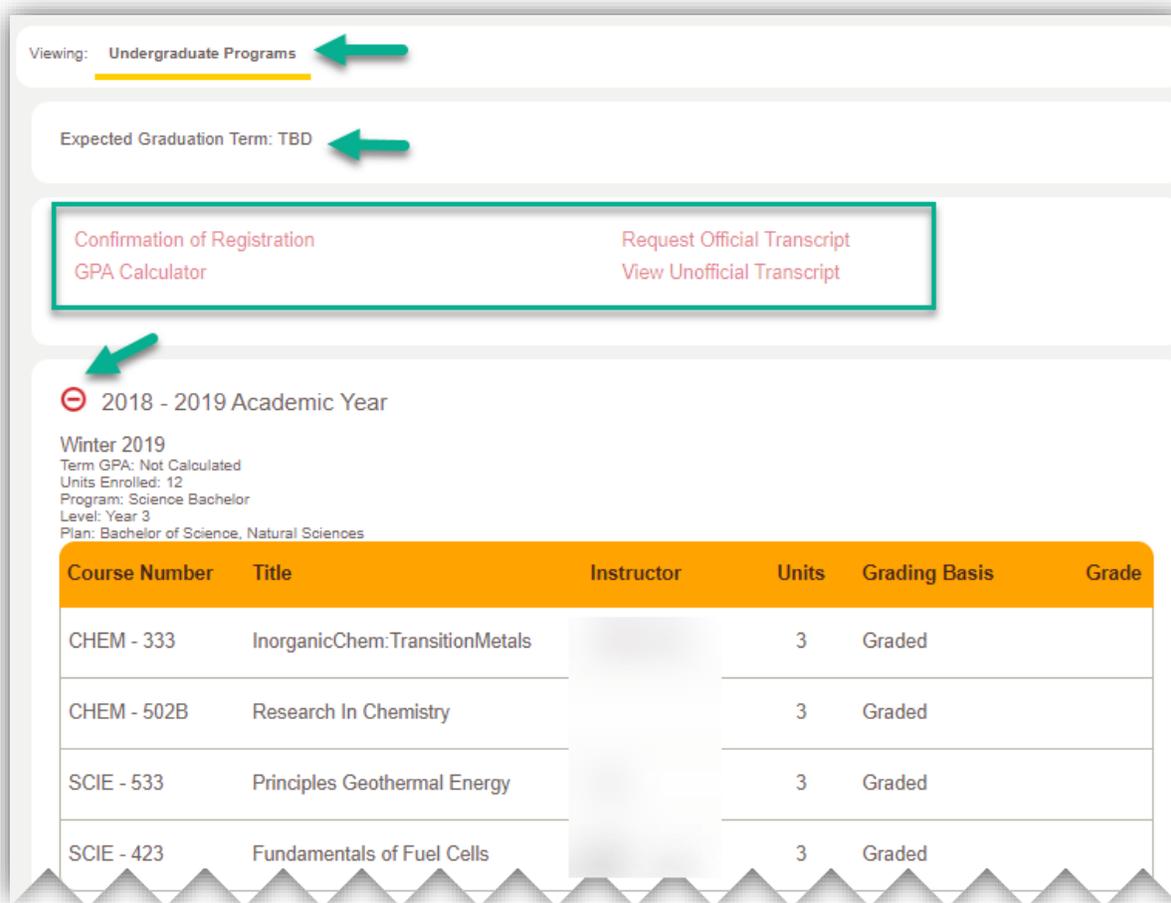
Legend



**Exams and Grades** displays information related to the student's exam schedule and their grades. The student's program is indicated as well as the expected graduation term if they have applied for graduation. Navigation to **Confirmation of Registration**; **GPA Calculator**; **Request Office Transcript** and **View Unofficial Transcript** are only accessible to the student.

**Note:** The student’s current term course enrolment and previous terms display. To view other terms, collapse the term for ease of viewing.

**Note:** For FOIP reasons some information has been removed.



Viewing: Undergraduate Programs

Expected Graduation Term: TBD

Confirmation of Registration  
GPA Calculator

Request Official Transcript  
View Unofficial Transcript

⊖ 2018 - 2019 Academic Year

Winter 2019  
Term GPA: Not Calculated  
Units Enrolled: 12  
Program: Science Bachelor  
Level: Year 3  
Plan: Bachelor of Science, Natural Sciences

Course Number	Title	Instructor	Units	Grading Basis	Grade
CHEM - 333	InorganicChem:TransitionMetals		3	Graded	
CHEM - 502B	Research In Chemistry		3	Graded	
SCIE - 533	Principles Geothermal Energy		3	Graded	
SCIE - 423	Fundamentals of Fuel Cells		3	Graded	



**Program and Advising Info** displays the students' academic program. Students can link from here to their **Academic Requirements Report**, **GPA Calculator**, **Change of Program Application** and other academic advising resources. (Not accessible for staff).

### My Current Program Information

Arts Bachelor      Year of Program: 4

Bachelor of Arts *(Degree Stream)*  
Communications Studies *(Major)*

Academic Load: Full-Time

Academic Requirements      Important Forms and Documents

Awards      Thesis Guidelines

Change of Program      What-If Advisement Report

Confirmation of Registration      Letter of Permission

GPA Calculator

Schedule Builder

Course Search

Apply for Graduation

Convocation Status

### Advising Help

Cumming School of Medicine      Faculty of Nursing, Qatar

Enrolment Services      Faculty of Science

Faculty Environmental Design      Faculty of Social Work

Faculty of Arts      Faculty of Veterinary Medicine

Faculty of Graduate Studies      Haskayne School of Business

Faculty of Kinesiology      Schulich School of Engineering

Faculty of Law      Student Success Center

Faculty of Nursing      Werklund School of Education

**Several clickable links for students**



**My Financials** displays details about the student’s account summary (amounts removed), any outstanding charges for the term and a breakdown of their account activity. There are links to **Account Inquiry, Payments, Receipts, View/Request Refund, T2202A** and **Fees Calendar**.

### Account Summary

**You owe**

Due Now incl. Past Due	Future Due <b>\$0.00</b>
<small>Currency used is Canadian Dollars</small>	



Term	Outstanding Charges	Pending Financial Aid	Total Due
Winter 2019	[REDACTED]	\$0.00	[REDACTED]
<b>Total</b>	[REDACTED]	\$0.00	[REDACTED]



[Account Inquiry](#) [Payments](#) [Receipts](#) [View/Request Refund](#) [T2202A](#) [Fees Calendar](#)

### Account Activity

From: 
To: 
All Terms
Reset

Item	Posted Date	Term	Charge	Payment	Refund
Grad Gown Rental	01/02/2019	Winter 2019	[REDACTED]	[REDACTED]	[REDACTED]
Payment Credit Card WEB	01/02/2019	Winter 2019	[REDACTED]	[REDACTED]	[REDACTED]
Tuition Fees	01/01/2019	Winter 2019	[REDACTED]	[REDACTED]	[REDACTED]
Tuition Fees	01/01/2019	Winter 2019	[REDACTED]	[REDACTED]	[REDACTED]
Scotia Bank Payment	09/20/2018	Fall 2018	[REDACTED]	[REDACTED]	[REDACTED]
Tuition Fees	09/06/2018	Fall 2018	[REDACTED]	[REDACTED]	[REDACTED]
Tuition Fees	09/06/2018	Fall 2018	[REDACTED]	[REDACTED]	[REDACTED]

[Student Donation Opt-Out](#) [Payment Plan](#) [Health & Dental Opt-Out](#) [GSA Health & Dental Opt-Out](#)

Displaying results 1 to 7 of (7)

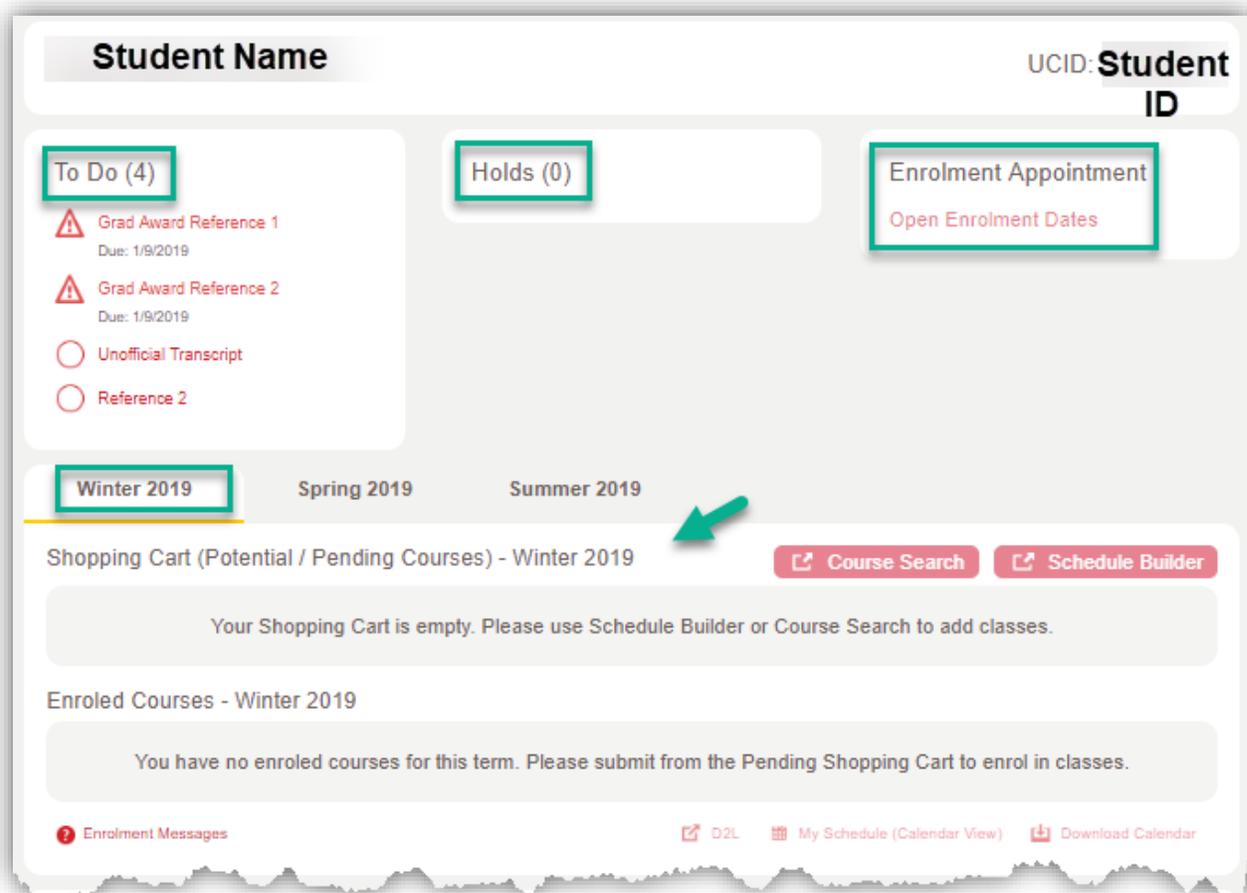
### View As Student – Graduate

This example will feature **View As** access when viewing a graduate student.

**Note:** the navigational menu bar will only display icons specific to a graduate student.



**Home** will display any **To Do** (Checklist items) or **Holds** (Service Indicators) and, when applicable, the **Enrolment Appointment** date and time. The **Shopping Cart** will list any courses the student has selected and is intending on registering in. Any courses the student is enrolled in for the current term are displayed (e.g. Winter 2019).

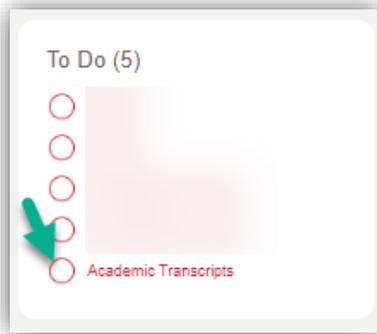


The screenshot displays a student's profile page with the following elements:

- Student Name** and **UCID: Student ID** at the top right.
- To Do (4)** section containing:
  - Grad Award Reference 1 (Due: 1/9/2019)
  - Grad Award Reference 2 (Due: 1/9/2019)
  - Unofficial Transcript
  - Reference 2
- Holds (0)** section.
- Enrolment Appointment** section with **Open Enrolment Dates**.
- Term navigation: **Winter 2019** (selected), Spring 2019, Summer 2019.
- Shopping Cart (Potential / Pending Courses) - Winter 2019** section with **Course Search** and **Schedule Builder** buttons. A green arrow points to this section.
- Message: "Your Shopping Cart is empty. Please use Schedule Builder or Course Search to add classes."
- Enroled Courses - Winter 2019** section with message: "You have no enroled courses for this term. Please submit from the Pending Shopping Cart to enrol in classes."
- Footer: **Enrolment Messages**, **D2L**, **My Schedule (Calendar View)**, and **Download Calendar**.



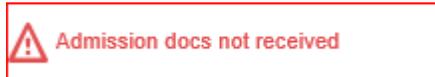
This is an example of a **To Do** List (checklist) requesting an **Academic Transcript** as part of their requirements for admission. The student can click the [Academic Transcripts](#) link to view the details.



**Holds** impact the services the student may receive. The student can click the **Hold** link to view hold details.

Note: Staff cannot access the details in the Holds list items in View As.

To view the details, navigate to PeopleSoft Student Administration > Campus Community > Student Services Centre.



**Exams and Grades** display the program description and a historical record of previous grades by term (removed for FOIP reasons). To view other terms, collapse the term for ease of viewing.

[Home](#) | **Graduate Programs** | Undergraduate Programs

Expected Graduation Term: TBD

[Confirmation of Registration](#) | [Request Official Transcript](#)  
[GPA Calculator](#) | [View Unofficial Transcript](#)


**2018 - 2019 Academic Year**

**Winter 2019**  
 Term GPA: Not Calculated  
 Units Enrolled: 9  
 Program: Graduate Studies Master's Crse  
 Level: Year 2  
 Plan: Management, Master of Business Admin.

Course Number	Title	Instructor	Units	Grading Basis	Grade
BSEN - 777	Global Environment of Business		3	Graded	
MGST - 715	Strategic Business Analysis		3	Graded	
FNCE - 759	Investment&PortfolioManagement		3	Graded	

**Fall 2018**  
 Units Enrolled: 9  
 Program: Graduate Studies Master's Crse  
 Level: Year 2  
 Plan: Management, Master of Business Admin.

Course Number	Title	Instructor	Units	Grading Basis	Grade
FNCE - 765	Mergers and Acquisitions		3	Graded	
FNCE - 751	AdvTopFinancialAdministration		3	Graded	
BTMA - 801	Business Technology Mgmt		3	Graded	

**Spring 2018**  
 Term GPA: 3.0  
 Units Enrolled: 3  
 Program: Graduate Studies Master's Crse  
 Level: Year 2  
 Plan: Management, Master of Business Admin.

Course Number	Title	Instructor	Units	Grading Basis	Grade
MKTG - 801	Marketing Management		3	Graded	


**2017 - 2018 Academic Year**


**2016 - 2017 Academic Year**

**Program and Advising Info** displays the students' academic program.



**My Current Program Information** Academic Load: Full-Time

**Master's Degree in the  
Faculty of Graduate  
Studies**

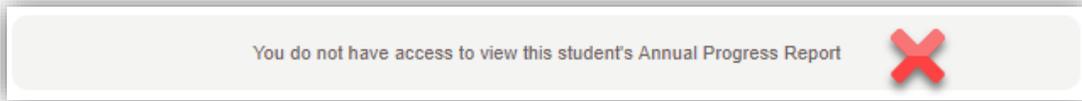
**Master of Business Administration (Degree Stream)  
Management (Area of Study)**

Year of Program: 2

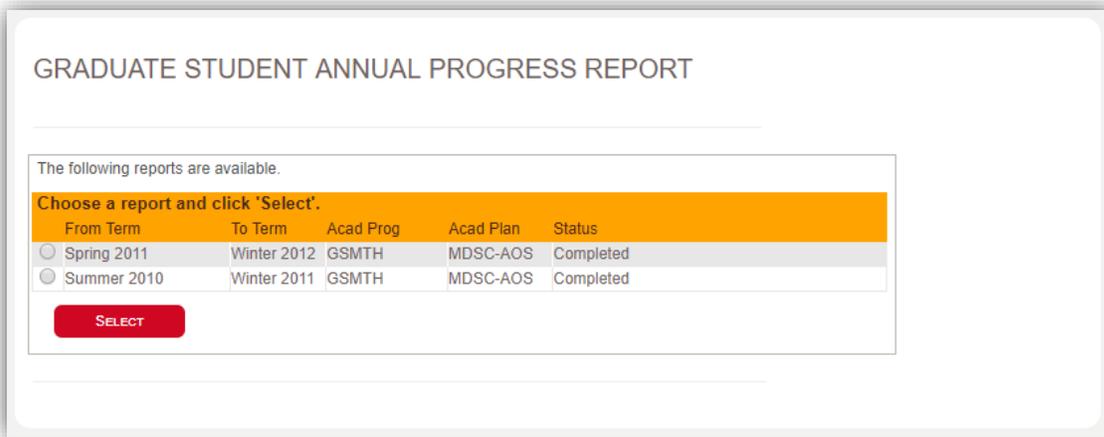




**Annual Progress Report** is only accessible to the graduate student. This is where the graduate student can review their Annual Progress Report.



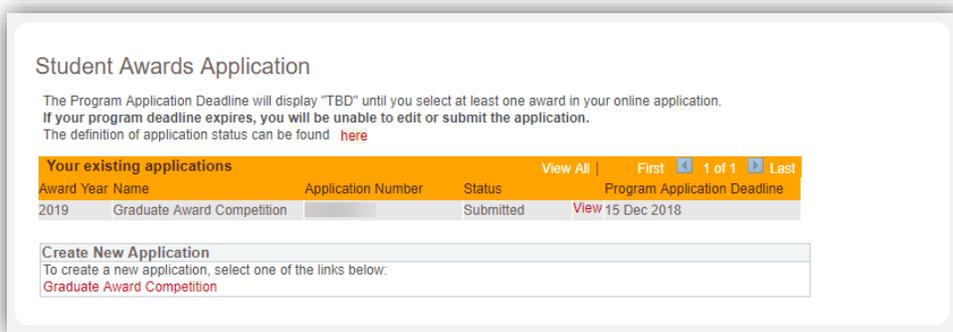
This is an example of what the graduate student will see in their Student Centre when they click on Annual Progress Report:



**Awards** is only accessible to the graduate student. This is where the graduate student can review their awards.



This is an example of what the graduate student will see in their Student Centre when they click on Awards:



### View As Student – Alumni

This example features View As access when viewing an alumni. The Alumni view is reduced due to their limited needs.

**Note:** *navigational menu will only display icons specific to an alumni student.*

### Alumni Home Page

Displays links relative to what an alumni might be seeking; **GPA Calculator, Order Replacement Parchment, View Unofficial Transcript** and **Request Official Transcript**. There are also links navigating to **Apply to a New Program of Study**.



**Alumni Name** UCID: **Student ID**

<a href="#">GPA Calculator</a> <a href="#">Order Replacement Parchment</a>		<a href="#">View Unofficial Transcript</a> <a href="#">Request Official Transcript</a>
<a href="#">Apply to a New Program of Study</a> <a href="#">Continuing Education</a> <a href="#">Doctor of Medicine</a> <a href="#">Graduate</a> <a href="#">Law</a>		<a href="#">Open Studies</a> <a href="#">Undergraduate</a> <a href="#">Veterinary Medicine</a>

### **View As Student – Applicant**

This example features **View As** access when viewing an applicant.

**Note:** *navigational menu bar will only display icons specific to an applicant.*

#### **My Application**

This page is the only page of the Student Centre a new applicant can view before they enroll in courses. Once a new applicant is active and registered in courses, they have full access to their Student Centre profile.

**My Application** will include the **To Do** lists items (checklist items) the applicant must complete in order to satisfy their application for admission. They can click on the item to view the details and messages. Also listed will be any applications and applicable status.



ID:

To Do (0)

**My Applications**

Career	Institution	Admit Term	Status	
Science Bachelor	University of Calgary	Fall 2019	<span style="color: green;">●</span> Status	Upload
Haskayne Schl of Business Bach	University of Calgary	Fall 2019	<span style="color: red;">✘</span> Status	Upload
Science Bachelor	University of Calgary	Fall 2019	<span style="color: green;">✔</span> Status Letter Accept/Decline Upload	<div style="background-color: #e91e63; color: white; padding: 5px; text-align: center; border-radius: 4px;">           Deposit Required         </div>

Note: Staff cannot access the details in the To Do list items in View As. To view the details, navigate to PeopleSoft Student Administration > Campus Community > Student Services Centre.

### View As Student – Mobile Devices

The **View As** component mobile view can be simulated for most devices on your computer. If the student is viewing their Student Centre on their mobile device, in most cases, you can replicate the same view on your computer.

Follow these steps to render the view on your computer.

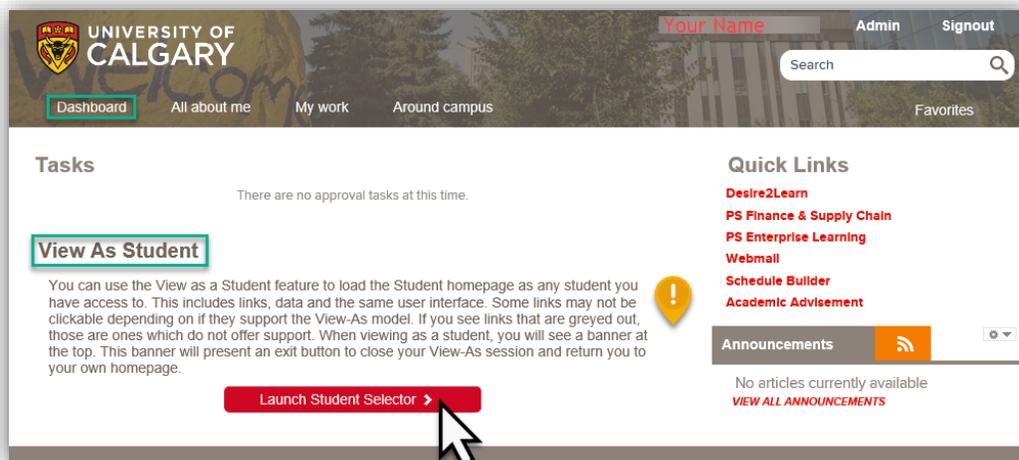
**Step 1:** Determine what device the student is using (smart phone or tablet).

**Step 2:** Launch the Student Selector, enter the student ID number.

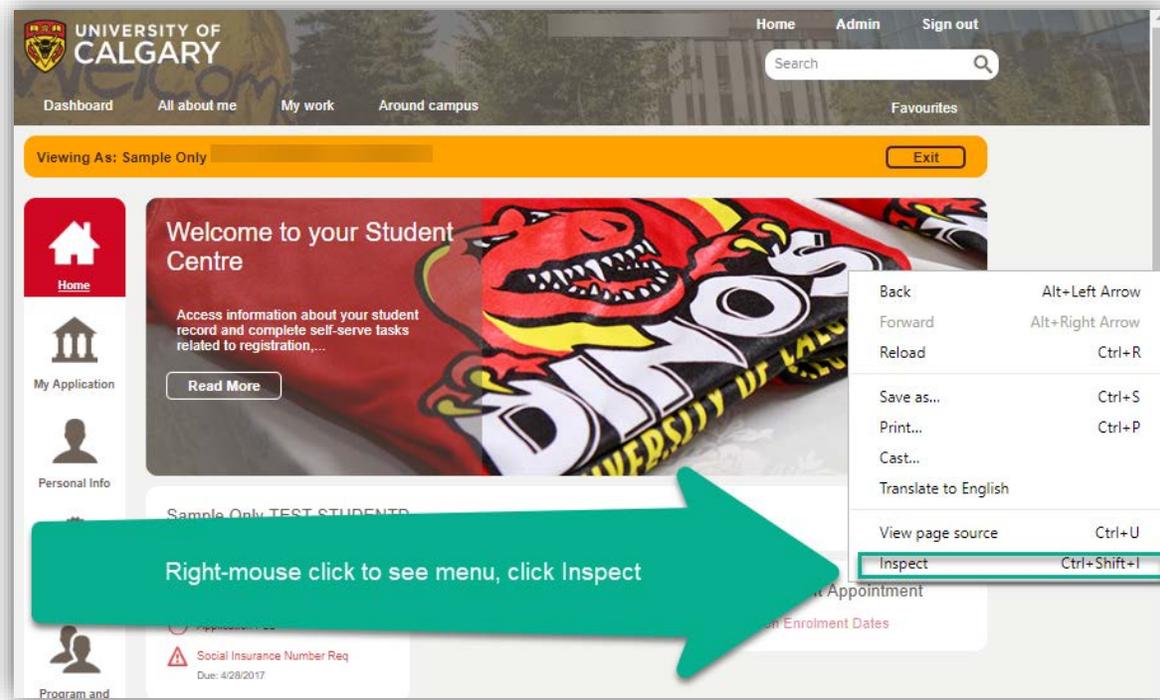
**Important:** Due to the many different browsers available, this guide will outline the steps using Chrome. These steps are similar in other browsers.

- Click the **Launch Student Selector** button.

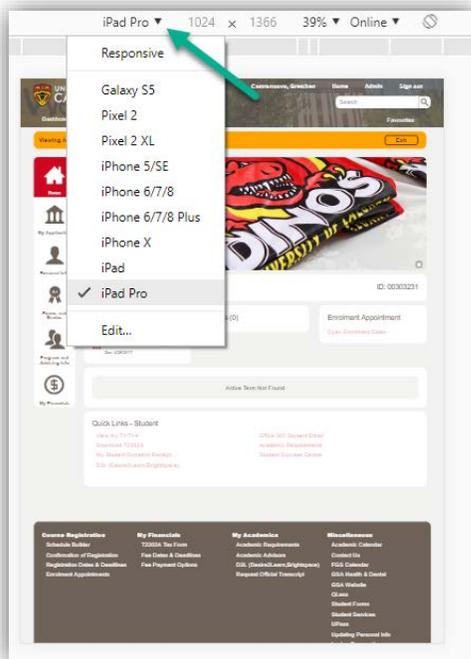
Launch Student Selector >



- Using Chrome, right-mouse click to see menu, select **Inspect**.



- After determining what mobile device the student is using, make the applicable selection from the drop down menu. This is an example of an iPad Pro View As. Note the menu bar appears on the left side.



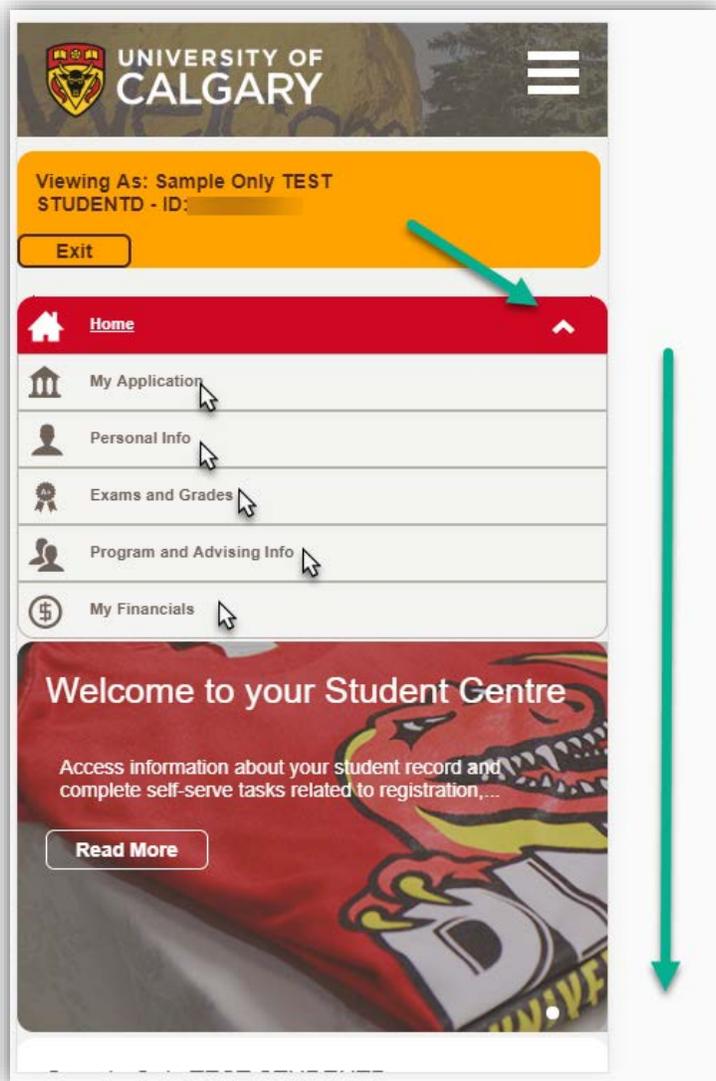
# Student Services Centre

## “View As” Guide

SA – Student Services Centre

- This is an example of an iPhone 6/7/8 Plus View As. Note the menu bar displays at the top rather than horizontal. Clicking on each icon will display the corresponding information. It will be necessary scroll down to view additional information when in the mobile view. Depending on which device you select for viewing the menu bar will either be horizontal or vertical.

**Please note:** Rendering on individual devices may vary.



**Step 3:** When completed with the mobile view, close the window.



End of Procedure